

MuckRock News  
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University of North Dakota  
North Dakota Open Records Law Office  
Carnegie Room 10b 250 Centennial Dr Stop 8256  
Grand Forks, ND 58202

December 17, 2018

To Whom It May Concern:

Pursuant to the North Dakota Open Records Law, I hereby request the following records:

Materials related to this agency's acquisition of, access to, preservation of, or disclosure of automated license plate readers (ALPR) or ALPR data:

1. Policies related to the adoption of ALPR technology, including those guiding the procurement process or necessary administrative obligations before acquisition. **Parking Services follows the University of North Dakota's Procurement Policies for major equipment and services.**
2. Training policies, requirements, and materials for automatic license plate reader system operators. **Parking Services follows Vendor User Manuals for the ALPR system.**
3. Databases used to compare data obtained by the automatic license plate reader system. **Parking Services does not compare or share ALPR data.**
4. Policies related to the retention and security of captured ALPR data, including those regarding:
  - the length of time after capture that data may be preserved
  - exceptions to general data preservation policies
  - internal data security and access
  - data destruction**Parking Services keeps data for 60 days but no official procedure exists.**
- Policies related to the sharing of captured ALPR data by this agency with other agencies, including those directing: the manner in which another agency may request data
- the circumstances under which captured data may be shared, and
- the responsibilities of the recipient agency in regards to data retention and use.
- access by this agency to data obtained by automatic license plate reader systems not operated by the law enforcement agency.

Please also provide the number of requests made by outside agencies, if applicable.

**Parking Services does not compare or share ALPR data.**

5. Policies related to the sale of data or the sharing of data with non-law enforcement actors.
  - If applicable, please provide all agreements between this agency and non-law enforcement actors.
- Parking Services does not compare or share ALPR data.**

6. Policies regarding oversight of automatic license plate reader system use .

N/A

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7. Audit Reports

N/A

8. Policies related to maintenance and calibration.

Parking Services relied on Vendor for all Maintenance and calibration.

Please also provide maintenance and calibration schedules and records for the system on file.

9. Any other policies or reports on subjects related to automatic license plate reader system use by the agency.

N/A

10.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days.

Sincerely,

Dave Maass

Filed via MuckRock.com  
E-mail (Preferred): 65980-29941047@requests.muckrock.com

For mailed responses, please address (see note):

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